



Names

**Student Body
Presidential Election
Candidate
Application Packet**

Due

**Thursday, January 31st, 2019
by 5:00 PM.**

www.ucfsga.com

Return Application to the SGA Office Front Desk, Student Union Room 214

SGA TIME STAMP:

University of Central Florida Student Government Association

Personal Information – President

Name: _____

UCF ID (PID): _____

Telephone Number: _____

UCF Knights Email address: _____

College (check one):

College of Arts and Humanities	College of Medicine	
College of Business Administration	College of Nursing	
College of Community Innovation and Education	College of Sciences	
College of Engineering and Computer Science	Nicholson School of Communication and Media	
College of Graduate Studies	College of Optics and Photonics	
College of Health Professions and Sciences	Undeclared Majors	
Rosen College of Hospitality Management	Undergraduate Studies	

Major _____

Student Standing - by credit hours (circle one):

Freshman Sophomore Junior Senior Graduate Student

Credit Hours Enrolled this Semester: _____

Signature of Candidate: _____

Date: _____

STUDENT GOVERNMENT ADMINISTRATIVE USE ONLY – DO NOT FILL OUT

GPA: _____

Meets eligibility requirements: Yes or No

College: _____

Signature of Senate Advisor _____

Holds: _____

Hours Enrolled: _____

University of Central Florida Student Government Association

Presidential Candidate: Fill this Out

Student Record Waiver

I, _____, hereby authorize and consent to the release of my records, which shall include my GPA, Academic Standing, major, and confirmation of enrollment at UCF for the purposes of verifying the qualifications of employment and/or volunteer positions with SGA. I also acknowledge that the information provided on this application is true to the best of my knowledge. I understand that falsification of any part of this form will be cause for immediate dismissal if employed in volunteering my time and/or the invalidation of this application.

Signature

Date

UCF SGA Candidate Acknowledgement of Privacy Rights

I acknowledge that records of my candidacy for an elected position with UCF SGA will be released to the public upon request to the extent that they do not contain information that is otherwise confidential. This may include records such as my declaration of candidacy, campaign material submitted for my campaign, emails I may send regarding my election, the ballot results, and, if applicable, information I submit in response to an election violation allegation. While the University will make publicly available SGA records to the extent they are specific to SGA business, it will not disclose information from those or other records that are protected from public disclosure by Florida or federal law. Examples of confidential information include things such as student personal email addresses, social security numbers, GPA, information about student conduct matters conducted by the University, personal banking information, academic records, and medical information.

Additionally, I acknowledge that certain business meetings of the UCF SGA, including meetings in which I may be a participant or attendee because of my candidacy for an elected SGA position, may be open to the public. I consent to the release of any recordings of such meetings.

Signature

Date

University of Central Florida Student Government Association

Personal Information – Vice President

Name: _____

UCF ID (PID): _____

Telephone Number: _____

UCF Knights Email address: _____

College (check one):

College of Arts and Humanities		College of Medicine	
College of Business Administration		College of Nursing	
College of Community Innovation and Education		College of Sciences	
College of Engineering and Computer Science		Nicholson School of Communication and Media	
College of Graduate Studies		College of Optics and Photonics	
College of Health Professions and Sciences		Undeclared Majors	
Rosen College of Hospitality Management		Undergraduate Studies	

Major _____

Student Standing - by credit hours (circle one):

Freshman Sophomore Junior Senior Graduate Student

Credit Hours Enrolled this Semester: _____

Signature of Candidate: _____

Date: _____

STUDENT GOVERNMENT ADMINISTRATIVE USE ONLY – DO NOT FILL OUT	
GPA: _____	Meets eligibility requirements: Yes or No
College: _____	Signature of Senate Advisor _____
Holds: _____	
Hours Enrolled: _____	

University of Central Florida Student Government Association

Vice-Presidential Candidate: Fill this Out

Student Record Waiver

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Signature

Date

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Signature

Date

University of Central Florida Student Government Association

Eligibility Requirements – A Checklist

- All candidates **MUST** turn in a completed Candidate Application Packet **by 5:00 PM on Thursday, January 31st, 2019** to the Student Government Association Office (Student Union, Room 214) Front Desk staff
- All candidates **MUST** turn in petition signatures, outlined in this packet, with the submission of their Candidate Application Packet
- All candidates **MUST** attend **ONE** informational session, as outlined in this packet
- All candidates **MUST** meet the student leadership requirements outlined by the UCF Golden Rule*

All candidates will be notified of their eligibility on or before Thursday, January 31st, 2019. The Election Commission, SGA Coordinator, or SGA Graduate Assistant will notify all candidates of their eligibility.

*UCF Golden Rule Leadership Requirements

- During fall and spring semesters, a student leader **must be currently enrolled as an activity and service fee-paying half-time or full-time student** (currently defined as at least six (6) credit hours as an undergraduate student or a post-baccalaureate student, or at least five (5) credit hours in a graduate-seeking program or at least three (3) credit hours if registered for dissertation or thesis hours). The student is not required to be enrolled during the summer term; however, the student must be continuously enrolled for the minimum number of hours stated above during the preceding spring semester and following fall semester. Exceptions shall be made, upon appeal, for students in their last semester prior to graduation.
- A student leader must have a minimum institutional grade point average for their current academic career (i.e., undergraduate or graduate). This is a grade point average of **2.5 for Undergraduate Students** and **3.0 for Post-Baccalaureate or Graduate Students**, for all hours earned: a. toward UCF classes (i.e., UCF Cumulative GPA), or b. at a previous institution, if the student is in their first semester (within their current academic career) at UCF.
- A student leader **must be in good academic and disciplinary standing**, defined as not being on academic or disciplinary probation.
- **A student leader must be free of financial or disciplinary holds on University records**

University of Central Florida Student Government Association

Election Timeline

Application Process: Monday, January 21st, 2019 – Thursday, January 31st, 2019

Complete and return your Candidate Application Packet, attend an informational session, and retrieve and return required petition signatures.

Approval Process: Monday, January 28th, 2019 - Thursday, January 31st, 2019

Upon receiving approval from the Election Commission, you may start actively campaigning. Complete and return your Candidate Application Packet, attend an informational session, and retrieve and return required petition signatures.

Campaigning Allowed: Immediately following approval of tickets' declaration of candidacy – Completion of voting.

Candidates may campaign only after receiving verification from the Election Commission.

Candidate Debates: *These are opportunities for candidates to share ideals with students during the campaigning period*

Debate 1: Tuesday, February 12th, 2019 – Begins at 8:30pm in Pegasus Ballroom sections GHI

Debate 2: Monday, March 4th, 2019 – Begins at 8:30pm in Cape Florida Ballroom (3rd Floor of Student Union)

Run-off Debate: Monday, March 18th, 2019 – Begins at 8:30pm in Cape Florida Ballroom (3rd Floor of Student Union)

Election Voting: Monday, March 4th, 2019 - Wednesday, March 6th, 2019

Run-Off Election (if needed): Monday, March 18th, 2019 - Wednesday, March 20th, 2019

Contact Information

Reina Chehayeb, Supervisor of Elections: sga_ec@UCF.edu

Emma Custis, Assistant Supervisor of Elections: sga_ec@UCF.edu

Wills Brown, SGA Coordinator: Wills.Brown@UCF.edu

Dey Gonzalez, SGA Graduate Assistant: SGAga@UCF.edu

Candidate Informational Sessions

Candidates MUST attend at least one informational session. You may submit your Candidate Application Packet prior to attending an informational session; however, if you do not attend any of the sessions below, or set up an individual session with an Election Commissioner, you will be deemed ineligible as a candidate. If your schedule conflicts with all the times listed below, contact the Supervisor of Elections (sga_ec@UCF.edu) to request an individual appointment.

All Informational Session below will be hosted in The Hub on 1st Floor of the Student Union:

Tuesday, January 22nd @ 5pm

Wednesday, January 23rd @ 1:30pm

Thursday, January 24th @ 12pm & 5:30pm

Friday, January 25th @ 10am

Monday, January 28th @ 1:45pm

Petitions of Candidacy

Candidates must turn in the required number of petition signatures upon the submission of their Candidate Application Packet. If a candidate needs extra petition forms, they may pick them up from the SGA Office Front Desk staff or print them off online at ucfsga.com/elections/senate.

- **Candidates** must retrieve 500 signatures and ISO numbers (to check enrollment status) of any *currently enrolled UCF undergraduate or graduate student*.
- Candidates must submit the signatures through Webcourses as an excel (.csv) file.
 - o When typing the ISO numbers, you are **ONLY** inputting the last 8 digits of the ISO number in Column A of the excel file. No other information is needed. Should we receive an excel file not in this format, we will send it back to you to revise and submit again.
- Candidates must also submit the scanned petition forms through this assignment **OR** turn in the physical petition forms along with your candidate packet.

If, upon verification by the Election Commission, a candidate's Petition form is found to contain less than the required number of signatures, the candidate shall have until 5:00 p.m. on Thursday, January 31st to turn in any additional signatures.

University of Central Florida Student Government Association

Campaign Financing:

Expense Statements:

Expense Statements shall be required in Presidential elections and shall include fair market value of purchased items, the quantity of the item bought and pictures of the item, and document any gifts or discounts received in procurement of materials Expense Statements shall be submitted weekly to the Supervisor of Elections via email no later than 11:59 p.m. each Sunday of the campaign period.

In addition to the submission of Expense Statements, candidates must provide ALL quotes and receipts recorded on the statements.

Name: _____ Week #: _____

Description	Vendor	Quantity	Unit Cost	Total Cost with Tax included
Ex) Box of chalk	Target	2	\$4.99	\$10.77
Total				

Based on the submission, I do hereby swear or affirm that the above list of expenditures is representative of my total of expenditures received during my campaign for Student Government office.

University of Central Florida Student Government Association

Campaign Financing Continued:

Physical Assistance Statements:

Physical Assistance Statements shall disclose all donations. Individuals are not required to be listed out by name and UCF Registered Student Organizations (RSO's) are not required to be listed by name, however, Non-UCF organizations must be listed by name. Addresses and Phone Numbers must be filled out for Non-UCF organizations ONLY.

No physical assistance shall be accepted directly or indirectly from any Political Action Committees, or similar organizations with political motivations, non-profit organizations including but not limited to 501(C) and 527 organizations, nor any Non-UCF students, staff, and/or faculty representing the interests of those organizations.

Physical assistance statements shall be submitted to the Supervisor of Elections via email no later than 11:59 p.m. each Sunday of the campaign period. Final physical assistance statements shall be submitted to the Supervisor of Elections via email no later than 11:59 p.m. on the Sunday before the election.

It is preferred Physical Assistance Statements be **turned in through Webcourses** by 11:59pm on each Sunday.

Example:

Name: Individual 1 Amount: \$ 500
Address: DO NOT FILL OUT
Phone: _____

Name: RSO 1 Amount: \$ 500
Address: DO NOT FILL OUT
Phone: _____

Name: Walmart Amount: \$ 500
Address: 11250 E Colonial Dr, Orlando, FL 32817
Phone: (XXX) XXX-XXXX

Based on the submission, I do hereby swear or affirm that the above list of contributions is representative of the candidate's total of contributions received during this week's campaign.

Campaigning Overview

- Campaigning may not take place before the official campaigning period, which begins **Monday, January 28th, 2018**.
- Campaigning may not take place until after you have been notified by the Election Commission that you are approved to campaign.
- Any campaign material wished to be used during the Active Campaigning period must be approved by Election Commission prior to distribution.
- When campaigning, BE CREATIVE. Think of new and exciting ways to reach the Student Body.

Violations Overview –

- The following are **major violations**, which may result in disqualification:
 - A. Knowingly providing false information before the Election Commission.
 - B. Misrepresenting any campaign material as being the material of any candidate/ticket other than themselves.
 - C. Condoning or authorizing the removal, vandalism, destruction, or theft of campaign material of another candidate.
 - D. Committing slander or libel against another candidate/ticket.
 - E. Committing or attempting a bribe.
 - F. Committing or attempting to commit extortion or blackmail.
 - G. Devising a name which would associate themselves with another candidate that would reasonably lead the voter to conclude that the candidate is not who they purport to be, but is in fact another candidate.
 - H. Distributing items that are not for the sole purpose of education during Active Campaigning.
 - I. Educational items are including but not limited to brochures, pamphlets, stickers, and palm cards.
 - J. Providing food, drinks, or prizes to influence the action of another to vote, not vote, or vote for or against a particular candidate/ticket. This rule applies both on and off university controlled property. The Election Commission is the only election-related entity exempt from this rule.
 - K. Attempting to perpetrate a fraudulent election. This shall include but is not limited to tampering with election machinery and voting software, voting more than once, or attempting to vote with another person's student identification card.
 - L. Exceeding the campaign expense cap of \$5,500.00 for Presidential elections. In the event of a runoff election, exceeding the campaign expense cap of \$6,500.00 for Presidential elections.
 - M. Failing to turn in final expense statements to the Supervisor of Elections within forty-eight (48) hours of the established deadline of the Sunday before the Presidential elections at 11:59 p.m. In the event of a runoff election, final expense statements shall be turned in within 48 hours of the established deadline of the Sunday before the runoff elections voting at 11:59 p.m.

University of Central Florida Student Government Association

- N. Failing to turn in Physical Assistance statements to the Supervisor of Elections within forty-eight (48) hours of the established deadline of the Sunday before the Presidential elections at 11:59 p.m. In the event of a runoff election, physical assistance statements shall be turned in within 48 hours of the established deadline of the Sunday before the runoff elections voting at 11:59 p.m.
 - O. Any Physical Assistance accepted directly or indirectly from any Political Action Committees or similar organizations with political motivations, nonprofit organizations including but not limited to 501(C) and 527 organizations, nor any Non-UCF students, staff, and/or faculty representing the interests of those organizations.
 - P. Threatening or acting violently against any member of a campaign ticket.
 - Q. Bringing false or malicious charges against another candidate/ticket.
 - R. Defacing or damaging poll sites or University election related material.
 - S. Using the past and/or present SGA logo on campaign items.
 - T. Establishing a voting station by computer or otherwise, in an establishment licensed to sell alcoholic beverages.
- The following are **minor violations**, which may result in some form of penalty. If a candidate commits three or more minor violations, they may be disqualified:
 - A. Misrepresenting any material fact in campaign material or while campaigning in any form.
 - B. Altering their legal name provided by the University when placing such on the ballot.
 - C. Distributing campaign materials in the residence halls by sliding said material under the door.
 - D. Distributing tangible campaign material in the residence halls before 11:00 a.m. or after 9:00 p.m.
 - E. Distributing tangible campaign materials within: University designated computer labs, libraries, bookstores, classrooms, inside the Student Union Building including the gated patio area, inside the Recreation and Wellness Center Building, and within the fifteen (15) foot boundary surrounding the Election Tent.
 - F. Campaigning on the Student Union stage during an election period.
 - G. Distributing or displaying campaign material on or in a building without first securing the written permission of said building's manager and submitting such permission to the Election Commission prior to the distribution of said material.
 - H. Distributing apparel before the commencement of Active Campaigning or after the statutorily defined Election Time begins.
 - I. Failing to turn in an individual campaign expense statement for campaign materials to the Supervisor of Elections by 11:59 p.m. of each Sunday of the campaign for Presidential elections.
 - J. Failing to turn in a physical assistance statement for any physical assistance received to the Supervisor of Elections by 11:59 p.m. of each Sunday of the campaign for Presidential elections.

University of Central Florida Student Government Association

- K. Failing to turn in final expense statements to the Supervisor of Elections before 11:59 p.m. on the day before the Presidential elections. In the event of a runoff election final expense statements shall be submitted before 11:59 p.m. on the day before the runoff election voting.
 - L. Failing to turn in final physical assistance statements to the Supervisor of Elections before 11:59 p.m. on the day before the Presidential elections. In the event of a runoff election, final physical assistance statements shall be submitted before 11:59 p.m. on the day before the runoff election voting.
 - M. Distributing any apparel or campaign material not approved by the Election Commission.
 - N. Active campaigning before the specifically designated time for Active Campaigning.
 - O. Failing to remove all campaign materials from the campus by 4:00 p.m. of the next school day following the general or runoff election.
 - P. Using Student Government Property or Activity and Service Fee Funds, valued at five (5) US dollars or greater to benefit that candidate/ticket's campaign.
 - Q. Coercing or otherwise inducing another student while said student is in the process of filling out a ballot by any physical or electronic means.
- Please refer to Student Government Statute Title VI for more information on the elections rules and procedures. This information can be found at ucfsga.com/about-sga/constitution-and-statutes